



# OnRoad OffRoad Training

## Course Booking Agreement

RTO No 60071

Title:	Name:		
Address			
Suburb:	State:	Post Code:	DOB: / /
Phone Number:	Email:		
Next of Kin:	Next of Kin Phone:		
Authorising Business Name:		Contact Name:	
Contact Email:			
USI Number	Do you hold a Visa <input type="checkbox"/> Yes <input type="checkbox"/> No		Type

### Courses

What course are you booking into (Standard 5)			
Unit of Competency	Qualification ( A list of units you are booking into will be provide)		
<b>EG Forklift</b>	<b>EG Cert II in Security</b>		
Has a Course Information been provided	Yes / No	Has a list of the units been provided	Yes / No

Type of service:	<input type="checkbox"/> Course <input type="checkbox"/> Training Only <input type="checkbox"/> Assessment Only (Contact Office) <input type="checkbox"/> RPL (Contact Office)		
Next Available Date (circle):	Yes / No	<b>OR</b>	Date of course:
Location	<i>This date is to be confirmed first by OnRoad OffRoad</i>		

**Terms and Conditions**

**Payment of Fees**

Fees are required to be paid prior to the commencement of courses. A deposit of 50% of the course fee is payable on enrolment and the balance prior to commencement of the course.

**Our Cancellation/Transfer**

Whilst we always endeavor to run scheduled courses we reserve the right to cancel or defer a course. In the event of this occurring, all fees will be refunded or you may elect to transfer to a course at a later date.

**Your Cancellation/Transfer**

If you are unable to attend a course, you may elect to re-schedule for that course, but only within 14 days of the original course date. We will not permit more than two (2) such transfers before a fee equivalent to 50% of the course fee will be charged.

If you cancel more than seven days prior to the course you may have any monies paid refunded in full or you may elect to be transferred to an alternative course with a fee adjustment.

If you cancel less than seven days prior to the course you will be charged a 50% (course fee) cancellation fee.

Should you not attend training/assessment a 100% cancellation fee, or loss of deposit, will apply.

**Refunds**

An application for refund must be made in writing (Refund Request Form) and will be determined by the Training Manager, or his delegate. Such supporting evidence (e.g. Doctor's Certificate / hardship) as is deemed appropriate should be provided with the written request.

### Pre-Course Information (Standard 1.7)

#### Numeracy and Literacy

Please tick the appropriate box(s) only if you have any issues with:  Numeracy  Literacy

#### Disabilities

Do you consider yourself to have a disability, impairment or long-term condition relevant to this training?  Yes  No

If YES, please tick one of the following:

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Vision   | <input type="checkbox"/> Intellectual |
| <input type="checkbox"/> Hearing  | <input type="checkbox"/> Learning     |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Other: _____ |

If Aboriginal or Torres Strait Islander, do you wish to be referred to any support service?  Yes  No

If you have disability, do you wish to be contacted about support services?  Yes  No

Do you have any condition, which may require first aid, about which trainers should be aware?  Yes  No

If yes, please outline:

Authorising Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please ensure a Purchase Order or Deposit / Payment in Full accompanies this form**  
**Bookings will not be confirmed unless all required documents are received**

<b>Document Name and Number:</b>	<b>Version and Date:</b>	<b>Responsible Person:</b>	<b>Purpose and Comments:</b>
Course Booking Agreement	June 2016/V1	Training Manager	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015